



# Amesbury

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Job Description

September 29, 2021

## **Library Director**

The City of Amesbury (estimated population 18,000), a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, is seeking a strong candidate to serve as the City's *Library Director* of the Amesbury Public Library.

**HOURS OF WORK:** 35 hours per week

**CLASSIFICATION:** Full time, exempt, non-union

**COMPENSATION:** Starting at \$82,000 yearly

**Position Purpose:** The Library Director is responsible for the management, planning, direction, administration and evaluation of all library functions and related services to effectively meet the growing diversity of cultural informational, and educational library needs of the community in accordance with the regulations of the MA Board of Library Commissioners, the Ordinances of the city and the laws of the Commonwealth.

**Essential Duties and Responsibilities:** *The essential functions or duties listed below are intended only as examples of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

1. Develops and institutes short and long-term goals and objectives for library in conjunction with the Library Board of Trustees
2. Oversees the development and maintenance of all library collections.
3. Develops and oversees the administration of the library's operating budget.
4. Recruits, hires, disciplines, trains and supervises library department staff and volunteers.
5. Oversees the review and implementation of new technologies and collections for the library.
6. Oversees the maintenance of the library's physical building and surrounding grounds.
7. Collects and analyzes pertinent data and statistics; evaluates current programs for services and recommends changes to meet emerging needs.
8. Prepares reports for the Library Board of Trustees, the Library Foundation, the Friends of the Library, the Mayor, City Council, the State Board of Library Commissioners and Merrimack Valley Library Consortium as requested.
9. Supervises all operations to maximize effectiveness and minimize costs.
10. Maintains current knowledge of new legislation, regulations and changes in library services and procedures through publications review, attendance at meetings, conferences and peer associations.
11. Represents the library on the local, regional, state and national levels at conferences and events.
12. Promotes and supports the staff's promotion of the library through public relations and in accordance with the department's marketing strategies.
13. Assures proper maintenance of the facility and equipment and coordinates and supervises arrangements of physical facilities in the Library. Assesses need and recommends new and replacement purchases and locations.
14. Coordinates with department staff the selection and final disposition of books and materials.

**Supervision Required:** Under the administrative direction of the Mayor, and the policy direction of the Library Board of Trustees.

**Supervisory Responsibility:** Employee is responsible for the direct supervision of nine (9) full-time and two (2) part time employees.

**Minimum Qualifications:**

Master's degree in Library Science in a program accredited by the American Library Association and a minimum of five (5) years professional experience in a library environment involving finance, budgeting, facilities, management, library automation and personnel administration. At least three (3) years of this experience should be in an administrative and/or supervisory capacity, preferably in a municipal library environment; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Valid Class D Motor Vehicle Driver's License.

**Required Skills and Qualities:**

- Exhibits comprehensive knowledge of the principals and practices of professional library work and the organizational management of library operations.
- High degree of initiative required in planning and implementing programs and services.
- Familiarity with integrated library systems, preferably Symphony
- Ability to resolve conflict situations in a calm and constructive matter.
- Effective use of time management and the ability to multi-task.
- Employee must possess a high degree of diplomacy and judgment
- Well-developed sense of strategy and timing in order to represent the municipality effectively
- Excellent computer skills, particularly in O365 environment and Windows operating systems

**Confidentiality:** Employee has regular access at the departmental level to a wide variety of confidential information in accordance with the State Public Records Law including personnel and patron records.

**Work Environment and Physical Requirements:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

Must be able to handle varying levels of noise and activities. Standing, walking, bending, crouching, seeing, hearing, talking, carrying, climbing, and the ability to lift 50 lbs. is required.

*The City of Amesbury is an Equal Opportunity Employer. The City of Amesbury does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.*

To apply, please email a cover letter and resume to:

Heather Worrall, Human Resource Coordinator, City of Amesbury

worrallh@amesburyma.gov

To remain posted until filled. Priority will be given to applications received by November 1, 2021.